

U.S. GOVERNMENT PRINTING OFFICE
Denver, Colorado

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

Various Laser Printed Benefits and IRS Tax Statements

as requisitioned from the U.S. Government Printing Office (GPO) by the

Defense Finance & Accounting Service (DFAS)
Denver, Colorado

Single Award

NOTICE TO BIDDERS: The term of this contract is for one year **and up to four option years** beginning July 1, 2009. Special attention should be directed to the following clauses in Section 1 of this contract: **"ECONOMIC PRICE ADJUSTMENT", "LIMITATION OF PERFORMANCE AND CONTRACTOR OBLIGATIONS", and "NOTIFICATION"**.

The total duration of this contract, including the exercise of any options under this clause shall not exceed 5 years. The contractor will be notified not later than 30 days before the contract expires if the Government makes the decision to not exercise the option for a subsequent period.

Notwithstanding the above, and at the request of the Government, the term of the contract may be further extended (e.g. unforeseen delay or protest precludes making award on follow-on contract) for such period of time that may be mutually agreeable to the GPO and the contractor.

BID OPENING: Bids shall be publicly opened at 2:00 p.m. prevailing time Denver, Colorado, on April 2, 2009.

Facsimile Telephone Numbers: **(303) 236-5332 or (303) 236-5304**

Mail To: **U.S. Government Printing Office**
Denver Regional Printing and Procurement Office
Suite 208
12345 W. Alameda Parkway
Denver, CO 80228-2842

NOTE: This contract has been extensively revised.

NOTICE: All product tolerances will be evaluated to the specified inch/pound requirements. The corresponding metric measurements indicated are for informational purposes only. At a future date metric measurements will be used exclusively in all specifications.

For information of a technical nature call (303) 236-5292 (No collect calls).

SECTION 1. - GENERAL TERMS AND CONDITIONS

CONTRACT TERMS AND QUALITY ASSURANCE THROUGH ATTRIBUTES: Any contract which results from this Invitation for Bid will be subject to the applicable articles of GPO Contract Terms (Pub. 310.2, effective December 1, 1987 (Rev.6/01)); Quality Assurance Through Attributes Program, (GPO Pub. 310.1, effective May 1979 (Rev. April 1996)). In case of conflict between these specifications and Contract Terms and/or Quality Assurance Through Attributes Program, these specifications will govern.

GPO Publication 310.2, GPO Contract Terms, Contract Clause 5. Disputes, is hereby replaced with the June 2008 clause found at www.gpo.gov/printforms/pdf/contractdisputes.pdf. This June 2008 clause also cancels and supersedes any other disputes language currently included in existing contractual actions.

QUALITY ASSURANCE LEVELS AND STANDARDS: The following levels and standards shall apply to these specifications:

Product Quality Levels:

- (a) Printing Attributes -- Level III.
- (b) Finishing Attributes -- Level III.

Inspection Levels (from ANSI/ASQC Z 1.4):

- (a) Non-destructive Tests -- General Inspection Level I.
- (b) Destructive Tests -- Special Inspection Level S-2.

The specified standards for the attributes requiring them shall be:

P-7. Type Quality and Uniformity Camera copy.

* Where electronic files are furnished, the Specified Standard in the absence of hard copy proofs and/or originals will be uniformity of image throughout the press run.

PREDOMINATE PRODUCTION FUNCTION: The predominant production function under this contract is laser printing of variable information.

NOTE: All folding and inserting of the forms into envelopes, presorting, and mailing, must be located within a 25 mile radius of the primary production facility.

PRE-AWARD SURVEY: In order to determine the responsibility of the prime contractor or any of their subcontractors, the Government intends to perform one or more of the following:

- To conduct an on-site pre-award survey, including the backup site that will be utilized in the event of interruption in production,
- To require evidence of technical, production, managerial, and/or financial proficiency to assure ability to perform, and/or,
- To require a *work performance test* prior to the award of a contract.

A *work performance test* will require the contractor to demonstrate their ability to receive and generate data requirements from furnished data received via the Secure FTP. The contractor will be required to produce a printed copy of up to 10,000 individual W-2 like tax statements including inserting into envelopes with fewer than 2 stoppages per 2500 items. Copies must be constructed as specified using the form, paper, ink, equipment, and production methods that will be used in producing the finished product. The *work performance test* will be at the expense of the contractor.

In addition to the above, low bidders **will be required** within five days of notification that they are positioned to compete for the award, to furnish a *detailed production plan* embracing all elements of production including programming capabilities, quality control, equipment availability, and staffing levels. Equipment availability to include all equipment dedicated to the performance of the specification requirements and additional equipment available on site for unperceived delays due to programming errors, mechanical breakdown, etc. **Information must be provided regarding the bidder's backup or recovery plan in the event of interruptions in production, maintenance contracts, and formal agreements with subcontractors which touch on the bidder's ability to perform on-time the full range of operations required. Maintenance contracts will require 24 hour a day, seven days a week coverage utilizing factory representatives and factory parts. Factory certified replacement parts must be used in the repair of all production equipment used to produce the work on this contract.** Approval of this plan by the Government is required. Failure of the contractor to submit an adequate production plan or their inability to perform any performance tests to the Government's satisfaction may be reason to find the contractor not responsible.

The failure to deliver tax forms and statements in a timely manner would have a major negative impact on the Government. Therefore, if for any reason(s) (Act of God, labor disagreements, etc.) the contractor is unable to perform at the said location, the contractor must have a backup facility of comparable capacity and with the capability of producing the forms and statements. This backup facility must be operated by the contractor and must be fully operational. If a backup facility would be required, the contractor must have the forms and statements required by the specifications in full production within 72 hours. Part of this plan must include the transportation of Government materials from one facility to the other.

POSTAWARD CONFERENCE: To formularize the ordering agency with the contractor's capabilities, and to work out logistics under the contract, Government representatives will conduct a conference with the contractor's representatives at the contractor's facility, immediately after award. Note: If the contractor intends to subcontract any phase of the contract, it will be required that the subcontractor is present at the post-award conference.

RECOVERED MATERIALS PROGRAM: The Government Printing Office is promoting the use of recovered materials in its contracts to the maximum extent practicable, provided all specification requirements are met. Bidders are encouraged to supply paper and paper products that contain recovered materials even in the absence of a specific solicitation provision or contract clause requiring such materials.

DEFINITION OF RECOVERED MATERIALS IN PAPER PRODUCTS: Recovered materials shall mean "recovered fiber" or "postconsumer fiber" as defined in "**Government Paper Specification Standards No. 11**", published by the Joint Committee on Printing. However, when used in conjunction with the cotton/linen content of paper, "recovered fiber" means a postconsumer fiber and "recovered material" means a preconsumer fiber.

By submission of a bid the bidder certifies that the paper to be supplied contains at least the minimum percentage of recovered materials in the paper products as specified. This certification concerns a matter within the jurisdiction of an agency of the United States, and the making of a false, fictitious or fraudulent certification may render the maker subject to prosecution under Title 18, United States Code, Section 1001.

MAINTENANCE OF RECORDS ON RECOVERED MATERIALS IN PAPER PRODUCTS:

When the use of recovered materials is specified, the contractor shall maintain manufacturer/mill accounting and record summaries on the fiber weight content used as feed stock, for the purposes of Government audit, that will verify (a) the contractor's certification of the minimum percentage of recovered materials used in the performance of the contract, (b) that the paper and paper products are in compliance with the specification requirements, and (c) the paper is manufactured in accordance with the Environmental Protection Agency (EPA) Paper Products Recovered Materials Advisory Notice (61 FR 26987, May 1996) whether the products are manufactured by the contractor or another paper mill. The contractor, if not the manufacturer, shall obtain this information from the paper manufacturer. The contractor shall maintain, and make available to the Government, these documents for one year after the expiration of the contract. Nothing in this clause shall excuse the contractor from furnishing the specified paper. The Government reserves the right to require proof of such certification prior to the first delivery and thereafter as may be otherwise provided for under the provisions of the contract.

ECONOMIC PRICE ADJUSTMENT: The prices set forth in this contract shall be adjusted in accordance with the provisions of this clause, provided that in no event will prices be revised to exceed the maximum permissible under any law existing as of the date of the contract or as may be hereafter promulgated.

Price adjustment period: For the purpose of this clause, the contract shall be divided into up to five periods. The first period shall extend from July 1, 2009 to June 30, 2010. Each additional period shall extend from July 1st of the subject year to June 30th of the following year. The first workday of the follow-on periods shall be the effective date of the price adjustment period. There shall be no price adjustment for orders placed during the initial contract year under this contract.

Price adjustment: The prices shall be adjusted on the basis of the "**Consumer Price Index For All Urban Consumers - Commodities Less Food**", published monthly in the CPI Detailed Report by the U.S. Department of Labor, Bureau of Labor Statistics, in the following manner:

(1) The contract price of orders placed during the adjusted period (excluding reimbursable postage or transportation costs) shall be adjusted by the percentage increase or decrease in the average, seasonally adjusted Consumer Price Index - All Urban Consumers, for Commodities less Food (seasonally adjusted) as follows: An index shall be calculated by averaging the 12 seasonally adjusted months ending three months prior to the expiration of the first period of the contract. This average is then compared with the average index for the 12-month period ending 3 months prior to the beginning of the contract, called the base index. The percentage increase or decrease by comparing these two indexes shall be applied to the contractor's invoices for orders placed during the price adjustment period.

(2) The Government will notify the contractor in writing of the percentage increase or decrease to be applied to any invoices to be submitted for orders subject to price adjustment in accordance with this clause. Such percentage will be determined from the published index as set forth above. The contractor shall apply the percentage increase or decrease against the total price of the invoice less reimbursable postage or transportation costs. Any applicable discounts will be calculated on the basis of the invoice price as adjusted.

LIMITATION OF PERFORMANCE AND CONTRACTOR OBLIGATIONS: Funds are available for performance of this contract for the first program period only. The amount of funds at the time of award is not considered sufficient for any program period other than the first program period. Upon availability to the Contracting Officer of additional funds sufficient for performance of the full requirements for each succeeding program period, the Contracting Officer has the option to extend the contract for one-year periods as defined heretofore. The contractor will be notified not later than 30 days before the contract expires if the Government makes the decision to **not** exercise the option for a subsequent period.

The Government's obligation to the contractor, as specified and limited under this contract, extends only to work under program period requirements for which funds have been made available, for which the Government has exercised its option for additional year(s) performance, and as obligated by each print order.

The contractor is not to incur costs for the performance required for any program period after the first period if the Government makes the decision to **not** exercise the option for a subsequent period.

In the event of termination pursuant to the article entitled "**Termination for the Convenience of the Government**" in GPO Pub. 310.2, the terms "total contract price" as used in that article refers to the amount available for performance of this contract, as provided for in this clause, and the term "work in process" as used in that article refers to the work under the program period requirements for which funds have been made available. In the event of termination for default, the Government's rights under this contract shall apply to the entire multiperiod requirements.

NOTIFICATION: The contractor will be notified not later than 30 days before the contract expires if the Government makes the decision to **not** exercise the option for a subsequent period.

ASSIGNMENT OF JACKETS, PURCHASE AND PRINT ORDERS: A GPO jacket number will be assigned and a purchase order issued to the contractor to cover work performed. The purchase order will be supplemented by an individual "**Print Order**" for each job placed with the contractor. The print order, when issued, will indicate the quantity to be produced and any other information pertinent to the particular order.

ORDERING: Items to be furnished under the contract shall be ordered by the issuance of print orders by the Government. Orders may be issued under the contract from July 1, 2009 through June 30, 2014. All print orders issued hereunder are subject to the terms and conditions of the contract. The contract shall control in the event of conflict with any print order. When mailed, a print order shall be "**issued**" for purposes of the contract at the time the Government deposits the order in the mail.

REQUIREMENTS: This is a requirements contract for the items and for the period specified herein. Shipment/delivery of items or performance of work shall be made only as authorized by orders issued in accordance with the clause entitled "**ORDERING**". **The quantities of items specified herein are estimates only, and are not purchased hereby. Except as may be otherwise provided in this contract, if the Government's requirements for the items set forth herein do not result in orders in the amounts or quantities described as "estimated", it shall not constitute the basis for an equitable price adjustment under this contract.**

Except as otherwise provided in this contract, the Government shall order from the contractor all the items set forth which are required to be purchased by the Government activities identified on page 1. The Government shall not be required to purchase from the contractor, any requirements in excess of the limit on total orders under this contract, if any.

Orders issued during the effective period of this contract and not completed within that time shall be completed by the contractor within the time specified in the order, and the rights and obligations of

the contractor and the Government respecting those orders shall be governed by the terms of this contract to the same extent as if completed during the effective period of this contract.

If shipment/delivery of any quantity of an item covered by the contract is required by reason of urgency prior to the earliest date that shipment/delivery may be specified under this contract, and if the contractor will not accept an order providing for the accelerated shipment/delivery, the Government may procure this requirement from another source.

The Government may issue orders that provide for shipment/delivery to or performance at multiple destinations.

Subject to any limitations elsewhere in this contract, the contractor shall furnish to the Government all items set forth herein which are called for by print orders issued in accordance with the "**ORDERING**" clause of this contract.

PRIVACY ACT NOTIFICATION: This procurement action requires the contractor to do one or more of the following: design, develop, or operate a system of records on individuals to accomplish an agency function in accordance with the Privacy Act of 1974, Public Law 93-579, December 31, 1974 (5 U.S.C. 552a) and applicable agency regulations. An agency officer or employee may be criminally liable for violations of the Privacy act if 1974, as amended. Since this contract provides for the design, development, or operation of a system of records on individuals, the contractor and their employees are considered employees of the agency for the purpose of criminal penalties under the Act. See also, DOD 5400.11-R, DOD Privacy Program, for minimum standards for protection or safeguarding personal information when records are included in a system of records. This regulation also provides guidance for disposal of records containing personal data.

PRIVACY ACT

(a) The contractor agrees:

(1) that since this contract specifically provides for the design, development, or operation of a system of records on individuals on behalf of an agency to accomplish an agency function, the agency will apply the requirements of the Act to the contractor and its employees working on the contract. The system of records operated under the contract is deemed to be maintained by the agency and is subject to the Act.

(2) to include the solicitation notification contained in this contract in every solicitation and resulting subcontract and in every subcontract awarded without a solicitation when the statement of work in the proposed subcontract requires the design, development, or operation of a system of records on individuals to accomplish an agency function; and

(3) to include this clause, including this paragraph (3), in all subcontracts awarded pursuant to this contract which require the design, development, or operation of such a system of records.

(b) In the event of violations of the Act, a civil action may be brought against the agency involved where the violation concerns the design, development, or operation of a system of records on individuals to accomplish an agency function, and criminal penalties may be imposed upon the officers or employees of the agency where the violation concerns the operation of a system of records on individuals to accomplish an agency function. For purposes of the Act when the contract is for the operation of a system of records on individuals to accomplish an agency function, the contractor and any employee of the contractor is considered to be an employee of the agency.

(c) The terms used in this clause have the following meanings:

(1) **"operation of a system of records"** means performance of any of the activities associated with maintaining the system of records including the collection, use, and dissemination of records.

(2) **"records"** means any item, collection or grouping of information about an individual that is maintained by an agency, including, but not limited to, his education, financial transactions, medical history, and criminal or employment history and that contains his name, or the identifying number, symbol, or other identifying particular assigned to the individual, such as a finger or voice print or a photograph.

(3) **"system of records"** on individuals means a group of any records under the control of any agency from which information is retrieved by the name of the individual or by some identifying number, symbol, or other identifying particular assigned to the individual.

PAYMENT BY ELECTRONIC FUNDS TRANSFER (EFT): Public Law 104-134 of April 26, 1996, requires that Federal agencies convert from making payment by check to paying by electronic funds transfer (EFT). Accordingly, the U.S. Government Printing Office (GPO) intends to issue payment by EFT under any contract or purchase order resulting from this solicitation

To arrange for Electronic Funds Transfer payment, the contractor must complete a Standard Form 3881 (ACH Vendor/Miscellaneous Payment Enrollment Form) and submit it to: **U.S. Government Printing Office, Procurement Accounting Division, Stop FMC, Washington, DC 20401**. A copy of SF-3881 is available by calling 202-512-0800 (or toll free 1-800-245-5476), by fax request to 202-512-1410, or it may be downloaded from the GPO Internet site at "<http://www.gpo.gov/procurement/gpo3881.pdf> " as an Adobe Acrobat PDF file. A new SF-3881 should be submitted for changes in company or financial institution information. Contractors already registered for EFT with the GPO need not reapply.

The need for GPO Form 1034, **"Public Voucher for Purchases"** has been eliminated. You may use your own company's invoice or while supplies last, at your option, you may continue to use GPO Form 1034. To expedite your payment, remember to include the following items on your invoice: **Jacket/Term Contract Number, Print order number, Discount terms, Quantity shipped, and Total Cost.**

PAYMENT: The Government Printing Office will utilize the following procedure. Billing certification sheets for the work performed will be sent by the contractor to the ordering agency for examination and certification as to correctness of the billing as applicable to the work performed. **The ordering agency is required to return the signed billing certification to the contractor within five (5) workdays of receipt.** In addition, after certification by the ordering agency, a copy of the approved billing certification sheet and the accompanying print order is to be submitted to the Denver RPPO, by the ordering agency, immediately via fax (303) 236-5332 to: **ATTN: Lisa Benton or Dave Cook.**

After examination and certification by the ordering agency the invoice/voucher, print order, proof of delivery, and the agency signed billing certification must be submitted to: **Comptroller, U.S. Government Printing Office, North Capitol and H Streets, NW, Washington, D.C. 20401.**

For the purpose of earning the discount when a prompt payment discount is offered by a bidder, time will be computed from the date a **correct invoice/voucher, print order, proof of delivery, and the agency signed billing certification** is received by the GPO.

SUBMISSION OF BIDS: Facsimile bids are permitted.

(a) Definition. "Facsimile bid," as used in this solicitation, means a bid, modification of a bid, or withdrawal of a bid that is transmitted to and received by the Government via electronic equipment that communicates and reproduces both printed and handwritten material.

(b) Bidders may submit facsimile bids as responses to this solicitation. These responses must arrive at the place and by the time specified in the solicitation.

(c) Facsimile bids that fail to furnish required representations or information or that reject any of the terms, conditions, and provisions of the solicitation will be excluded from consideration.

(d) Facsimile bids must contain the required signatures.

(e) The Government reserves the right to make award solely on the facsimile bid. However, bidders agree to promptly submit the complete original signed bid.

(f) Submit facsimile bid to FAX No. **(303) 236-5332 or (303) 236-5304**, one bid per facsimile.

(g) If the bidder chooses to transmit a facsimile bid, the Government will not be responsible for any failure attributable to the transmission or receipt of the facsimile bid including, but not limited to, the following:

- (1) Receipt of garbled or incomplete bid.
- (2) Availability or condition of the receiving facsimile equipment.
- (3) Incompatibility between the sending and receiving equipment.
- (4) Delay in transmission or receipt of bid.
- (5) Failure of the bidder to properly identify the bid.
- (6) Illegibility of bid.
- (7) Security of bid data.

SECTION 2. - SPECIFICATIONS

SCOPE: These specifications cover the production of various laser printed single and multiple page individual benefits and tax statements requiring such operations as outputting of static and variable data via a secure File Transfer Protocol (FTP) or similar process to agency designed and IRS mandated tax forms (with agency modifications as necessary) and covers the printing, folding and inserting of the forms into envelopes, mailing, and distribution, plus the production of CD's with encrypted data.

TITLE: Laser Printed Benefits and IRS Tax Statements.

QUANTITY: The following approximate quantities are expected to be placed during the first year of the contract (also see "SCHEDULES" hereinafter). **The quantities may fluctuate by approximately +/- 35% in any given year after the first year of the contract:**

<u>IRS FORM</u>	<u>NON-IRS FORM</u>	<u>QUANTITIES</u>
W-2		1,102,446
W-2 State and Local		*129,703
1099-R		1,804,000
1099-MISC		137,000
1099-INT		57,500
	Account Statement	1,774,000
	Pay Visibility	325,000
	Newsletters and other pre-printed inserts	2,000,000

*State and Local W-2's are printed four separate statements to a page. Total forms would be approximately 32,450.

QUANTITY VARIATION ALLOWED: Plus or minus none (see "SPOILAGE" herein).

FREQUENCY OF ORDERS: Approximately fifteen (15) orders will be placed in the period between late December and early January, one order placed in late January or early February, and one order placed in mid March of each calendar year (also see under "SCHEDULE" hereinafter).

NUMBER OF PAGES: Face only and face and back. See "Description of Statements" for further explanation.

TRIM SIZE: 216 x 279 mm (8½ x 11") and 216 x 356 mm (8½ x 14").

GOVERNMENT TO FURNISH: Copies of IRS approved substitute forms with static information and instructions for insertion of variable data. Variable data will be furnished via a secure File Transfer Protocol (FTP) or similar process. This electronic media furnished by the Government will be generated on a Windows NT Platform (IBM Mainframe Application). **The contractor must have an FTP server or similar process that will permit the contractor to utilize for quick transfer of documents.**

Also furnished, in addition to a print order, are:

- Camera copy/manuscript for the basic "Annuitant" and "Pay Visibility" statements. The contractor is to typeset the forms to fit their equipment and permit printing of variable data.
- A list of addresses for the bulk shipments, necessary equipment/documentation required for express mailing, and labels suitable for bulk shipment. Addresses for individual mailing will be included in the transfer of data via the secure File Transfer Protocol (FTP) or similar process. This electronic media furnished by the Government will be generated on a Windows

NT Platform. The contractor must have a Government approved FTP server or similar process that will permit the contractor to utilize for quick transfer of documents.

DESCRIPTION OF STATEMENTS:

IRS TAX STATEMENTS: Seven distinct tax statements are required under this contract as described under "QUANTITY" above. There will be a minimum of three and a maximum of four forms per taxpayer. Taxpayers needing additional copies of tax forms will have then provided as a separate record. Exception: If civilian employees require more than four tax forms they will be provided in a separate data stream. These multiple leaf tax statements must be collated and inserted into a single envelope.

- W-2 Form is an approved substitute Form W-2 and is currently printed in a four-up fashion on 216 x 356 mm (8½ x 14") paper. (Note: W2s for the Navy members on ship or deployed Army may be generated as a PDF and burned to CD's for distribution.) The front of the form contains static and variable data while the back consists of static data. The form is perforated between each of the four parts. Forms are prepared for all Military (both active and reserve), and DOD Civilian employees. Some individuals could have multiple forms that will need to be inserted into the same envelope for mailing. In a majority of cases a DFAS Federal Express Account will be used for bulk shipments. Data will be delivered to the contractor via a secure File Transfer Protocol (FTP) or similar process from the various systems. Approximately 60% of all W-2's will be folded and inserted into envelopes for mailing/shipping.
- W-2 (State/Local) Form is an approved substitute Form W-2 and is currently printed in a four-up fashion (four different names per form) on 216 x 356 mm (8½ x 14") paper. The front of the form contains static and variable data while the back is blank. The form is perforated between each of the four parts. Forms are prepared for civilian personnel only. State/Local W-2's will be bulk-shipped flat to one location.
- 1099-R form is an approved substitute Form 1099-R and is currently printed three up fashion on 216 x 279 mm (8½ x 11") paper. The front of the form contains static and variable data while the back consists of static data. The form is perforated between each of the three parts. The forms are prepared for retired military and annuitants of retired military. Data will be delivered to the contractor via a secure File Transfer Protocol (FTP) or similar process from the various systems. All 1099-R's will be individually mailed. There will be no bulk shipments of the 1099-R statements. There will be some foreign mailings.
- 1099-MISC Form is an approved substitute Form 1099-M and is currently printed in a two-up fashion on 216 x 279 mm (8½ x 11") paper. The front of the form contains static and variable data with the back printing with static data. There are two distinct forms, one with a remarks area on the front and one without. The form is to be perforated between each of the two parts. Data will be delivered via a secure File Transfer Protocol (FTP) or similar process from all the various systems. There will be some bulk shipments of 1099-M statements for extra file copies and there will be some foreign mailing.
- 1099-INT is an approved substitute Form 1099-INT and is currently printed on 216 x 279 mm (8½ x 11") paper. The front of the form contains static and variable data while the data on the back side is static. Data will be delivered via a secure File Transfer Protocol (FTP) or similar process from all the various systems. All 1099-INT's will be individually mailed. There could be some foreign mailing.

ACCOUNT STATEMENTS: To the greatest extent possible, the contractor will combine Retired and Annuitant Account Statements with the Retired and Annuitant Tax Statements for mailing to reduce postage costs. Alternative trim sizes for cut sheet forms (Account Statements and Pay Visibility Statements only) during the term of the contract may be utilized if approved by DFAS.

- Retired Pay Statement: The forms are printed on 216 x 279 mm (8½ x 11") paper. The front and back of the statement contains static and variable data. Variable data on the front and back are

member specific and need to be tracked to insure member data integrity. Data will be delivered via a secure File Transfer Protocol (FTP) or similar process from all the various systems. Account statements will be individually mailed and there may be some foreign mailings.

- **Annuitant Pay Statements:** The forms are printed on 216 x 279 mm (8½ x 11") paper. The front of the statement contains static and variable data and the back prints with static data. Data will be delivered via a secure File Transfer Protocol (FTP) or similar process from all the various systems and will be individually mailed with some foreign mailings.
- **Pay Visibility:** The forms are currently printed on 216 x 279 mm (8½ x 11") paper. The form is a multi page statement consisting of 2 leaves printing face and back. The first leaf contains static and variable data on front and back and the second leaf consists of static and variable data on the front and static data on the back. Data will be delivered via a secure File Transfer Protocol (FTP) or similar process from all the various systems. Account statements will be individually mailed and there may be some foreign mailings.
- **Newsletters and other pre-printed inserts:** The forms are printed on 216 x 279 mm (8½ x 11") paper. These products will consist of static printing in black ink only on the face side only and also on the front and back. Data will be delivered via a secure File Transfer Protocol (FTP) or similar process from all the various systems. These items may be printed, folded, inserted/merged, and mailed with other items previously noted in these specifications.

The contractor will be required to convert all files to a PDF format to facilitate any reprints requested by the various entities.

PROGRAMMING: Previous experience has shown start-up programming, testing, and software development needs will be extensive. **The contractor should expect approximately 1500 hours of initial programming, forms set-up, and comprehensive testing of each tax application at the start of the first year of the contract. Normal programming costs must be included in the "I. Complete Product" price under "Schedule of Prices". The contractor can anticipate 40-60 hours per subsequent year for form and program updates.**

COMPOSITION: In addition to typesetting the two non-IRS forms (see above) the contractor is to provide static copy for all IRS statements that meet IRS and agency requirements.

TESTING SAMPLES: Prior to the commencement of production of the contract production quantity for each item, the contractor shall submit ten samples of each item including their envelopes to: **U.S. Dept. of Defense, Attn: DFAS Program Manager to an address to be provided after award.** Samples will be tested for conformance of material(s) and/or for construction. The container and accompanying documentation shall be marked "**TESTING SAMPLES**" and shall include the GPO Jacket, Purchase Order, and Program numbers. The samples must be submitted in sufficient time to allow Government testing of the samples and production and shipment in accordance with the shipping schedule.

The Government will approve, conditionally approve, or disapprove the samples within 48 hours of the receipt thereof. Approval or conditional approval shall not relieve the contractor from complying with the specifications and all other terms and conditions of the contract. A conditional approval shall state any further action required by the contractor. A notice of disapproval shall state the reasons therefor.

PRE-PRODUCTION SAMPLES AND/OR AUDIT PULLS: Upon receipt of the actual production files and before starting a production run, the contractor shall submit the requested number of samples of each item (at the government's option) via fax, PDF via SECURE email, or other SECURE electronic means to: **DFAS-PSM-DE, ATTN: DFAS Program Manager to a facsimile number to be provided after award.** The Government will be checking print quality, data accuracy, and insert quality. The Government will approve, conditionally approve, or disapprove the samples within one and one half (1½) hours of the receipt thereof. Approval or conditional

approval shall not relieve the contractor from complying with the specifications and all other terms and conditions of the contract. A conditional approval shall state any further action required by the contractor. A notice of disapproval shall state the reasons therefor. NOTE: The contractor is to notify the **DFAS Program Manager at a number to be provided after award** that the samples are being faxed.

If the samples are disapproved by the Government, the Government at its option, may require the contractor to submit additional samples for inspection and test, in the time and under the terms and conditions specified in the notice of rejection. Such additional samples shall be furnished, and necessary changes made, at no additional cost to the Government and with no extension in the shipping schedule. The Government will require the time specified above to inspect and test any additional samples required.

In the event the samples are disapproved by the Government the contractor shall be deemed to have failed to make delivery within the meaning of the default clause in which event this contract shall be subject to termination for default provided, however, that the failure of the Government to terminate the contract for default in such event shall not relieve the contractor of the responsibility to deliver the contract quantities in accordance with the shipping schedule.

In the event the Government fails to approve, conditionally approve, or disapprove the Pre-Production Samples within the time specified, the Contracting Officer shall automatically extend the shipping schedule in accordance with Article 12 "Notice of Compliance With Schedules", Contract Clauses, in GPO Contract Terms (Pub. 310.2, effective December 1, 1987 (Rev. 9-88)). Exception to Article 12 (c) (1), the contractor will be given a day-for-a-day extension for delays caused by the Government.

Manufacture of the final product prior to approval of the sample submitted is at the contractor's risk. Samples will not be returned to the contractor. All costs, including the costs of all samples and the cost of sending the samples to the address under "SCHEDULE" shall be included in the contract price for the production quantity.

All samples shall be manufactured at the facilities in which the proposed contract production quantities are to be manufactured.

QUALITY CONTROL/QUALITY ASSURANCE (QA/QC): The contractor will submit his/her quality control/ quality assurance plan as part of the "**detailed production plan**" prior to award. That plan, once accepted by the GPO, must remain in force during the term of the contract. **However, the contractor may submit requested modifications in that plan to the GPO on or before August 15th of each year for GPO review and approval.**

In addition to the contractor's QC/QA plan, the Government will require that the contractor cooperate with DFAS's own quality assurance plan. The DFAS quality assurance plan requires the following steps by the contractor during production:

- The contractor will assign a sequential control number to each record, located in an inconspicuous location on the statement but near enough to the return address as to be visible through the return address window, with the format of the number to be determined during the Post Award conference with the contractor. In the past the format has consisted of up to ten (10) alpha/numeric characters.
- The Government will provide the contractor with a Control Number Sequence Log based upon the numbering sequence decided upon above. The contractor must annotate in the log all daily samples pulled.

- A Government Representative will be provided with 2 randomly selected sample statements (single or multiple leaf) per 1,000 statements run, unless indicated otherwise on the print order.
- Contractor may be required to ship the selected samples each day via an overnight shipping service of their choice to: **U.S. Dept. of Defense, DFAS-PSM-DE, Attn: DFAS Program Manager to an address to be provided after award.** The cost of shipping shall be borne by the contractor. NOTE: At the GPO's option, the contractor may be required to fax as well as ship the samples.

IMPORTANT: This sampling is NOT a substitute for the contractor's own quality control procedures.

GOVERNMENT INSPECTION: During the duration of this contract, the Government at its option may choose to have up to six inspectors on-site during the production of the orders. These inspectors will have a significant presence 24 x 7 during all phases of production including but not limited to printing, folding, inserting, and mailing. The mission of these inspectors is strictly limited to observation and random inspection. To accomplish this, they will need a work area containing at least three desks and chairs, and have adequate light for examination of materials. In addition they must have access to a telephone, facsimile machine, and copier.

During the production phase the contractor will be required to furnish a daily tracking report of each job as it goes through production. In addition, the contractor must provide a daily mailing report showing the total number of pages and packages by date and postage and billing spreadsheets plus all FedEx tracking numbers.

The inspectors do **NOT** have the authority to make changes or alterations in contract terms, operations, or schedules, or to in any manner direct the contractor's operations. The contractor retains all performance responsibilities under the contract. Should changes become necessary because of findings of the inspectors, **only the GPO Contracting Officer has the authority** to direct those changes be implemented or to otherwise negotiate agreements.

The contractor is required to generate a schedule, based on delivery dates of data, that will demonstrate when and how many of a given form will be printed, inserted (if required), and mailed or bulk FedEx, United Parcel Service, or other express carrier (at the option of the government). In addition, contractor is required to provide which if any weekends will be worked and any holidays that work will be scheduled.

SPOILAGES: The contractor is responsible for replacing ALL spoilage including the cost of reprinting, folding, inserting, and mailing; this includes the postage charges whether initially mailed or bulk shipped (the Government will not allow permit mailing or reimbursable postage on the spoilage). The contractor is also required to keep an accurate listing of all spoilage replaced.

The contractor will replace and redistribute any forms lost in the mail within 24 hours of notification. Additional charges for this will be negotiated between contractor and the GPO.

NOTE: The contractor is to be responsible for the safeguarding of all furnished material and all electronically stored data against any loss, damage or destruction, and the safeguarding of it from unauthorized individuals or firms (see Privacy Act provisions heretofore).

STOCK/PAPER: The specifications of all paper furnished must be in accordance with those listed herein or listed for the corresponding JCP Code numbers in the "**Government Paper Specification Standards No. 11**" dated February 1999. Paper used under this contract **MUST** conform to the

Resource Conservation and Recovery Act of 1976 and all subsequent amendments. Additional information regarding this will be furnished upon request.

All paper used in each copy must be of a uniform shade. The paper to be used will be indicated on each print order.

Stock provided by contractor will be from the following list:

TAX STATEMENTS – W2's – PAY VISIBILITY

- White, C.W. Bond, grammage 75 g/m² (basis weight 17 x 22", 20 lbs. per 500 sheets) equal to JCP Code D10,

or at contractor's option

- White, Offset Book, grammage 75 g/m² (basis weight 25 x 38" 50 lbs. per 500 sheets) equal to JCP Code A60.

or

- White xerographic plain copier paper, grammage 75 g/m² (basis weight 17 x 22", 20 lbs. per 500 sheets) equal to JCP O60.

BENEFITS STATEMENTS, NEWSLETTERS, AND OTHER PRE-PRINTED INSERTS -

- White, C.W. Bond, grammage 90 g/m² (basis weight 17 x 22", 24 lbs. per 500 sheets).

or

- White, Offset Book, grammage 90 g/m² (basis weight 25 x 38" 60 lbs. per 500 sheets) equal to JCP A60.

or

- White xerographic plain copier paper, grammage 90 g/m² (basis weight 17 x 22", 24 lbs. per 500 sheets).

Should an alternative product for single leaf statements be offered by the bidder, the stock purposed must provide enough opacity to assure confidentiality of the data contained therein, and be substantial enough to meet or exceed all Postal Service requirements for self-mailing if appropriate.

PRINTING/REPRODUCTION: The printing method must be equal in quality to output of a well-maintained laser printer with a minimum resolution of 400 dpi. If a printing method other than laser printing (i.e. Ion deposition, Ink jet, etc.) is utilized samples of print quality must be submitted for approval prior to award.

INK: If lithographic ink is used in the performance of this contract, the ink shall contain not less than the following percentages of vegetable oil: (a) news ink, 40 percent; (b) sheet-fed and forms ink, 20 percent; and (c) heat-set ink, 10 percent. High quality color process printing on high speed heat-set presses is excepted when slow drying time significantly increases production costs.

ENVELOPES: Envelope design, size, stock, and construction is the responsibility of the contractor, and must meet the following criteria:

- Must be large enough to permit inserting of up to four separate leaves therein yet small enough to prevent contents from slipping and obscuring parts of the return and mailing addresses within their windows or to reveal sensitive information.
- Must have a height to width ratio sufficient to garner the most favorable postage rates.
- Must include one or two die cut windows. The windows must be of an adequate size to reveal a four line return address, a sequential control number, and must not interfere with the USPS optical character (OCR) read area; and up to a six line mailing address including a POSTNET Delivery Point Barcode. NOTE: Window size must be held to a minimum to prevent disclosure of other sensitive data on the statements.

- All windows must have a suitable clear covering attached to the inside of the envelope. All windows must hold up under irradiation equipment.
- Must permit scanning of the postnet barcode.
- Must be overprinted with static postal permit information or metered in black or at contractor's option dark blue ink on the face of the envelope. Any information printed on the envelope must conform to USPS Regulations and be approved by DFAS. NOTE: This requirement applies to single piece mailed statements only; bulk shipments in individual envelopes will not require printing on the outside.
- Must print with an inside opaque tint pattern (manufacturers standard pattern is acceptable) printed on black or dark blue ink to protect the confidentiality of the enclosed contents.

NOTE: The contractor is responsible for the safeguarding of all furnished material against any loss, damage or destruction, and the safeguarding of same from unauthorized individuals or firms.

MARGINS: Margins will be specified on the print order or furnished copy. No bleeds are anticipated.

BINDING:

- Single leaf tax statements – Perforate with appropriate number of continuous perforations to permit taxpayer to separate the forms on each leaf; fold with appropriate number of folds to fit into envelopes; and insert in a windowed envelope with address information, mailing and return, showing through the envelope windows. NOTE: Civilian state and local taxing authorities W-2 copies must be printed as four different records/SSN's per leaf, left flat and gathered together with other flat statements, and bulk mailed to the addresses provided on the electronic media.
- Multiple leaf tax and pay statements – Perforate each leaf with the appropriate number of continuous perforations to permit taxpayer to separate the forms on each leaf, collate leaves into a set, fold with appropriate number of folds to fit into envelopes; and insert in a windowed envelope with address information, mailing and return, showing through the envelope windows.

NOTE: An occasional multiple leaf tax statement for a state/local taxing authority may require that the leaf be left unfolded, gathered together with other flat statements, and sent separately to a local or state taxing authority.

In printing and binding of the statements, it is essential that the sequence of the forms, be it based upon ZIP Code or 4-digit numeric base identifier, be maintained. Additional mailing and/or labor charges resulting from the failure to maintain the sequence(s) may be recovered from the contractor.

DISTRIBUTION: The contractor will be required to individually mail, bulk ship, and, for some bases, provide a combination of both levels of service.

The contractor MUST notify a local post office representative prior to mailing to arrange for daily pick ups or mail drops, and to alert the station that there will be large quantities of mail received to eliminate unnecessary delays.

All expenses incidental to pickup and return of materials, submitting proofs, and furnishing sample copies must be borne by the contractor.

BULK SHIPMENTS:

For the most part each individual statement will be folded, inserted, and sealed in envelopes, then packed in shipping containers not to exceed 18 kg (40 lbs.) when fully packed. The statements must be packed in consecutive order. If containers contain multiple layers and/or packed in two or more rows per layer the contractor must use appropriate cardboard separators between layers and/or rows so the statements remain in consecutive order.

Bulk shipments that have less than 250 statements to the same destination may be packed in cushioned shipping bags described as follows:

- Water-resistant shipping bag made of double walled Kraft having a flat bottom and opens on one short side. The envelope has a padding of macerated paper. Opening is to be glued, stapled or taped closed. The contents (statements) are to be bundled in such a way that the sequence of statements is maintained. The size is to be suitable for contents.

Exception: A small quantity of the bulk shipments will be destined to ships and must be packed in DFAS furnished yellow waterproof hypalon bags. The contractor will be required to insert furnished address labels into a plastic sleeve on outside of bags.

All shipments which fill less than a shipping container must be packaged with materials of sufficient strength and durability and in such a manner which will guarantee that the product will not be damaged and the package will not open nor split when processed through the U.S. mail system or a small package carrier delivery system. If containers contain multiple layers and/or are packed in two or more rows per layer the contractor must use appropriate cardboard separators between layers and/or rows so the statements remain in consecutive order.

As per GPO contract terms the boxes must have a minimum bursting strength of 1 896 kPa (275 psi).

The contractor will be required to number each box (i.e. 1 of 3, 2 of 3, etc.) for each base as well as stating "W-2 ENCLOSED" or "PAY VISIBILITY ENCLOSED".

The contractor will provide labels on each shipping container.

Complete addresses and quantities will be furnished with the print orders.

The Government will utilize a courier service FedEx, United Parcel Service, or other express carrier (at the option of the government), and will supply appropriate equipment/documentation required for express mail (i.e. Powership), bills of lading, and the necessary customs forms required for shipments. At this time United Parcel Service is the anticipated carrier.

SINGLE PIECE (SINGLE OR MULTIPLE INSERT) MAIL:

The contractor is required to use postage meters for the required mailings. In advance of these mailings, the Government will issue funds to the contractor for the anticipated cost. Any unused amounts from this postage payment(s) must be repaid to DFAS immediately upon completion of the required mailings and to provide documentation as to the postage utilized. Prudent and auditable efforts must be made by the contractor to guarantee that no unauthorized usage of these funds will be allowed.

All statements mailed to domestic or foreign destinations must conform to the appropriate regulations and "Certificate of Conformance" in the USPS manual for "Domestic Mail", "International Mail" or GPO Pub. 310.2 as applicable.

Any mailings to overseas destinations will first be bulk mailed to the address under "**SCHEDULE**" for postage and further distribution (Note: Overnight service may be required, in all cases, the Government will supply necessary equipment/documentation required for express mail or reimburse the contractor for the cost of shipping).

The contractor will be required to affix POSTNET bar coding on all orders, except bulk shipment, on envelopes or statement. The POSTNET bar coding will be in the data record for all orders and must be printed as the first line of the address element.

IMPORTANT: Contractor to use the ***FASTforwardSM***, **NCOA**, or equal change of address system in the processing of all individually mailed pieces mailing to addresses within the U. S. The version of ***FASTforwardSM***, **NCOA**, or equal to be employed must apply the corrected (forward to) address on the mail-piece. The contractor is to make every effort to utilize a system that does not change the address furnished by the Government. If the Government supplied address is changed, a report **MUST** be provided electronically to the Government.

It's the contractor's responsibility to sort when required, maintain the ZIP Code sequence when intact, and to prepare materials for the best possible postage rate. **If the contractor fails to get the best rate, the contractor will be liable to the government for the difference between the best rate and the rate the pieces are mailed.**

A small quantity of the mailing will be foreign mailing. These statements will appear at the beginning or the end of the tapes, and will be handled separately from the domestic mail pieces.

NOTE: For the Retired and Annuitant Pay Account Statements and Tax Statements, the contractor will employ techniques such as "data house-holding" to combine statements into single mailings. For example, if a member receives both an account statement and a 1099-R, both pieces will be inserted into one envelope for mailing. DFAS will communicate with the contractor to help identify those pieces intended for "data house-holding" purposes. As many as 95% of the Retired Pay Account Statements will utilize this procedure.

The mailing of the Retired and Annuitant Pay Account Statements and Tax Statements will require staggered mailing. Once data has been received and merged, there will be five mailings for Retired Pay and two mailings for Annuitant Pay. The mailings are to be spaced a day apart. Contractor must have capability of storing mailings until required. At the contractor's option they may print and mail per the staggered mailing requirements.

RECEIPT FOR DELIVERY: The contractor must furnish their own receipts for delivery. These receipts must include the GPO jacket, program, and print order numbers: total quantity delivered, number of cartons, and quantity per carton: date delivery made: and signature of the Government agent accepting delivery. The original copy of this receipt must accompany the contractor's voucher for payment.

SCHEDULE: The Government and the contractor will develop the print, insert, and mail schedule around the first part of November once quantities and data delivery schedules are finalized by the

Government. This approved schedule will be used to inform Government customers of anticipated delivery dates for their statements. Adherence to this schedule must be maintained as major deviations will have an adverse impact on the Government Call Centers. The contractor must not start production of any job prior to receipt of the individual print order.

The following is the preliminary schedule for the first year of the contract; the schedule may be slightly modified to accommodate unforeseen circumstances and will require concurrence between the contractor, GPO, and DFAS. Future years will have schedules that will follow the same pattern. The time frames for completing the jobs, regardless of quantities, are expected to be very similar.

	<u>Quantity</u>	<u>Date data available</u>	<u>Must ship by date</u>
W-2 Forms	294,000	December 28	January 15
(includes State/Local)	* 700,000	January 4	January 15
	* 235,000	January 16	January 28
1099-R	1,804,000	December 14	January 01
1099-M	137,000	January 21	January 31
1099-INT	12,000	January 21	January 31
	45,000	January 8	January 15
Account Statements	1,487,000	December 7	January 01
	287,000	December 12	January 01
Pay Visibility	325,000	May 1	May 15
Newsletters	1,900,000	Early December	January 01
Other pre-printed inserts	100,000	Late December	January 15

* The above are the printed forms. There will be approximately 180 CDs generated containing roughly 274,000 W2 images.

Unscheduled material such as shipping instructions, delivery lists, labels, and etc. will be furnished with each order or shortly thereafter. In the event such information is not received in due time, the contractor will not be relieved of any responsibility in meeting the shipping schedule because of failure to request such information.

SECTION 3 - DETERMINATION OF AWARD

The Government will determine the lowest bid by applying the prices quoted in the "**SCHEDULE OF PRICES**" to the following units of production which are the estimated requirements to produce **one year's** work under this contract. These units do not constitute, nor are they to be construed as, a guarantee of the volume of work which may be ordered under this contract.

The following item designations correspond to those listed in the "**SCHEDULE OF PRICES**".

I.	(a)	600
	(b)	700
	(c)	3,178
	(d)	1,213
	(e)	1,400
	(f)	4,237
II.	(a)	6
	(b)	9
	(c)	50
	(d)	2
	(e)	3
	(f)	1
	(g)	1
	(h)	180
III.	(a)	2,100
	(b)	300
	(c)	200

The term of this contract is for one year and up to four option years.

Contractor responsibility will be determined but not limited to the following:

- **Pre-Award Survey**
- **Detailed Production Plan**
- **Work Performance Tests**

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SECTION 4. – SCHEDULE OF PRICES

Bids are f.o.b. contractor's city.

Prices must include the cost of all required materials and operations for each item listed in accordance with these specifications.

Bidder must make an entry in each of the spaces provided. Bids submitted with any obliteration, revision, or alteration of the order and manner of submitting bids, may be declared nonresponsive. Bids submitted with "NB" (No Bid), "NA" (Not Applicable), or blank spaces for an item may be declared nonresponsive.

An entry of "NC" (No Charge) shall be entered if the bidder intends to furnish individual items at no charge to the Government.

Prices must be submitted for the entire term of the contract and bids qualified for a lesser period will not be considered.

The Contracting Officer reserves the right to reject any bid that contains prices for individual items of production (whether or not such items are included in the "**DETERMINATION OF AWARD**") that are inconsistent or unrealistic in regard to other prices in the same bid or to GPO prices for the same operation if such action would be in the best interest of the Government.

Fractional parts will be prorated.

All vouchers/invoices submitted to the GPO shall be based on the most economical method of production.

- I. COMPLETE PRODUCT: Prices quoted shall include the cost of all required materials and operations, including programming, (except for Items under II. and III.) necessary for the complete production and distribution of the product listed in accordance with these specifications including, but not limited to, printing, paper, envelopes, folding (but not collating), inserting into envelopes/containers, and distribution

Per 1,000 copies

- (a) Per leaf printed one side only with static copy only..... \$ _____
- (b) Per leaf printed one side only with static and variable copy..... \$ _____
- (c) Per leaf printed face & back with static and variable copy on one side and static copy only on the other side..... \$ _____
- (d) Per leaf printed face & back with static and variable copy on both sides..... \$ _____
- (e) Per leaf printed face & back in static copy only..... \$ _____
- (f) Envelopes for use on single or multiple leaf products..... \$ _____

(Initials)

II. PROGRAMMING (MAKEREADY) CHARGES:

- (a) Page development charge/static only page per side/per form ... \$ _____
Charge under item (a) will be allowed for each page of static only copy.
- (b) Page development charge/static & variable copy page per side/per form ... \$ _____
Charge under item (b) will be allowed for each page containing static and variable printing including the design and initial programming necessary for start up.
- (c) Computer programming time per hour \$ _____
Charges for item (c) will not be allowed except in the case of changes that will be required during the course of the contract concerning data format.
- (d) Form design per page \$ _____
Charges will be allowed under item (d) only if the Government during the course of the contract requires a new form. Minor changes to an existing form will be allowed under (e) below.
- (e) Minor form change per page \$ _____
Charges will be allowed under (e) when a minor change is required to an existing form or as is defined under (d). A minor change is defined as changing up to 15 typelines, moving a block of type is considered one typeline.
- (f) One time charge for the start-up programming, testing, and software development..... \$ _____
- (g) One time cost to create CD's by Activity UIC (for Navy) and ADSN (for Army Deployed)..... \$ _____
- (h) Cost per CD created..... \$ _____

NOTE: Charges under Item II (c), (d), and (e) will be allowed only by contract modification for changes required during the term of the contract. The Contracting Officer will issue the modification. All initial form design and setup changes required by these specifications must be included under Items II (a) (b); no additional charges will be allowed.

III. ADDITIONAL OPERATIONS:

- (a) Collating multiple leaf statements per 1000 leaves \$ _____
- (b) Packing and sealing shipping containers/cushioned shipping bags (including the cost of the container/shipping bags)..... per container/bag..... \$ _____
- (c) Packing and sealing furnished hypalon bags (including the cost of inserting furnished labels)..... per bag..... \$ _____

(Initials)

BIDDER'S NAME AND SIGNATURE: Fill out and return one copy of all pages in "SECTION 4 - SCHEDULE OF PRICES", including initialing where indicated, and submit with an original, signed copy of GPO Form 910, "**Bid.**" Do not enter bid prices on GPO Form 910. NOTE: The schedule of prices will prevail in instances where prices are inadvertently entered on GPO Form 910.

Bidder _____ Contractor's Code _____

(Street Address)

(City - State)

By _____
(Signature and title of person authorized to sign this bid)

(Person to be contacted)

(Telephone Number)

e-mail address

(Facsimile Number)

BIDDERS THAT ACCESS THE SPECIFICATIONS FOR THIS SOLICITATION VIA THE INTERNET FROM THE GPO WEBSITE MUST ACCESS THE GPO FORM 910 "BID" FROM THE PDF FILE AND SUBMIT IT ALONG WITH THE "SCHEDULE OF PRICES" AS REQUESTED BY THESE SPECIFICATIONS.

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SAMPLE OF THE BID ENVELOPE

In order to ensure proper processing of all bids the following information is suggested on all bid envelopes.

Program Number **2847-S**

From: _____

Address: _____

Postage
Stamp
Required
Here

BID ENCLOSED

Bids will be received until
April 2, 2009 at **2 P.M.** prevailing
Denver, CO time.

|||||

**U.S. Government Printing Office
Denver Regional Printing & Procurement Office
Suite 208
12345 W. Alameda Parkway
Lakewood, CO 80228-2842**